



## OFFICE OF THE COUNTY AUDITOR

Ronald S. Weinstein, CPA  
County Auditor

### MEMORANDUM

November 9, 2006

*Bob*  
MEMO TO: Robert M. Beringer, Chief  
Bureau of Utilities

*Sharon*  
Sharon F. Greisz, Director  
Department of Finance

THRU: Ronald S. Weinstein  
County Auditor

FROM: Leo Oken *Leo Oken*  
Assistant County Auditor

SUBJECT: FY 2006 Inventory  
Bureau of Utilities

The Office of the County Auditor observed and assisted in the annual inventory counting process at the Bureau of Utilities on June 8, 2006. Representatives from our office, along with staff from the Bureau of Accounting, assisted staff from the Bureau of Utilities. We obtained the inventory list dated June 6, 2006, observed the counting process, and verified the physical counts on a test basis.

The inventory list prepared by the Bureau of Utilities before the count showed an inventory value of \$925,695.17. The physical count taken on June 8, 2006 resulted in a value of \$926,338.93. The difference between the inventory list amount and the counted amount was \$643.76, a variance of less than .01%. We consider this to be an immaterial amount and within acceptable limits.

The Department of Finance maintains inventory records that are adjusted monthly. The June 13, 2006 balance according to the department's records was \$925,587.38. An adjustment of \$751.55 was made to reflect the total inventory balance of \$926,338.93. The variance was 0.08 %.

A separate ADO (advance deposit order) meter inventory is kept. Advance deposit order meters are meters which have been purchased for a specific customer, and for which a deposit has been received from that customer. The meter is removed from inventory when it is installed and the account is settled. We also reviewed this inventory. The physical inventory value was \$19,367.85. The accounting records reflected a June 13, 2006 balance of \$19,367.27. No adjustment was required.

cc: Council Members  
James N. Robey, County Executive ✓  
Raquel Sanudo, Chief Administrative Officer  
James Irvin, Director, Department of Public Works  
Janet Irvin, Chief, Bureau of Accounting  
Lois Miller, Administrative Services Officer  
Jerry Kulis, Chief, Division of Accounting Control

LO:szs

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